



Public Affairs Initiative 2022 - Raleigh, North Carolina.

ABOUT OUR AGENCY

The NC Department of Environmental Quality (DEQ) is the lead stewardship agency for the protection of North Carolina's environmental resources. The organization, administers regulatory programs designed to protect air quality, water quality, and the public's health, and also works to advance an all-of-the-above energy strategy that fits North Carolina's needs. DEQ also offers technical assistance to businesses, farmers, local governments, and the public and encourages responsible behavior with respect to the environment through education programs provided at DEQ facilities and through the state's school system. As new technologies, processes or industry operations are proposed to be implemented in North Carolina, DEQ regulatory agencies may be requested to examine the collective impact of such projects on the environment and surrounding communities.

ABOUT THE DIVISION

The mission of the Office of Environmental Education and Public Affairs is twofold.

Its environmental education mission is to encourage, support and promote environmental education programs, facilities and resources in North Carolina for the purpose of improving the public's environmental literacy and stewardship of natural resources through planning, policy development, community involvement, innovative partnerships and collaboration.

Its public affairs mission includes supporting the department's initiatives and objectives through communications, outreach and dissemination of information to the public in a professional and universally understood way. Public Affairs staff coordinate the department's communications and outreach efforts through media/citizen relations, publication production, special events and public information programs and initiatives.

The program will run approximately 10 weeks starting on or around May 16, 2022.

Read more about our agency here: <https://deq.nc.gov/>

JOB DESCRIPTION

The overall project objective is to help maintain a strategic relationship with the public, environmental groups, employees and other stakeholders while promoting transparency and highlighting the work of the Department through the communications content such as press releases, blog posts, and social media campaigns.

MAJOR DUTIES

- Assist with the daily News Clips and DEQ Newsletter as needed.
- Work with Public Affairs team to identify department-wide social media messaging opportunities. This includes identifying department programs and efforts that can be highlighted on the DEQ website or social media platforms (Twitter, Facebook, Instagram, & LinkedIn.), creating content, and helping create graphics/videos.
- Write blog posts for the DEQ Environmentally Speaking blog.
- Assist Public Affairs team with website updates.
- Participate in public engagement by attending community information meetings (virtual or in person) or site visits and help with logistics as needed (help reserve spaces, set up Teams/WebEx calls, take pictures for social media, etc.)
- Assists Public Affairs team with updating our Press Release listserv and other contact lists.

POSITION QUALIFICATIONS:

- Applicants must be at least 18 years' old
- 2.0 Major GPA
- Graduation date of May/December 2022, rising Junior or senior, or graduate student.
- Currently enrolled in undergraduate or graduate program.
- Desired Majors: Marketing, Communication Studies, Environmental Studies or related, Public Health, Public Administration or Psychology (Industrial/Organizational) or a closely-related Major

MANAGEMENT DESIRED QUALIFICATIONS

- Excellent verbal and written communication skills
- Strong interpersonal skills and decision quality
- Collaborative team member with strong initiative and leadership skills

- Proficient in Microsoft Outlook and Excel
- Experience with Adobe Photoshop, Premiere, Canva, or similar editing software
- Experience building a website is a plus
- Fluent in Spanish (verbal and written) a plus

SPECIAL NOTES

- Housing & Travel allowance is not provided
- Summer hourly rate is \$15.00
- Pay cycle is bi-weekly
- Summer opportunity will be approximately 10 weeks
- Summer opportunity will work up to 40 hours each week

APPLICATION INSTRUCTIONS

- Send resume and cover letter to DEQInternships@ncdenr.gov with **Subject Line: Public Affairs Application**
- **Application deadline of 4/18/2022 5PM (or may remain open until we have suitable applicant pool)**

Important Dates:

- **4/18/22 – Application Deadline (or may remain open until we have a suitable applicant pool)**
- **4/19/22 – Resumes will be forward to Hiring Managers**
- **4/20/22 – 4/27/22 – Interviews (schedules permitting)**
- **5/16/22 – 7/22/22 – STEP Assignment Dates (approximate start/ end dates, flexible)**

QUESTIONS? Please contact NC Department of Environmental Quality, HR

DEQInternships@ncdenr.gov